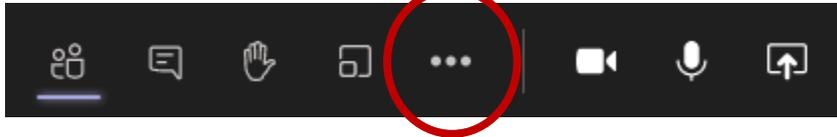


TEAMS “LIVE CAPTIONS”

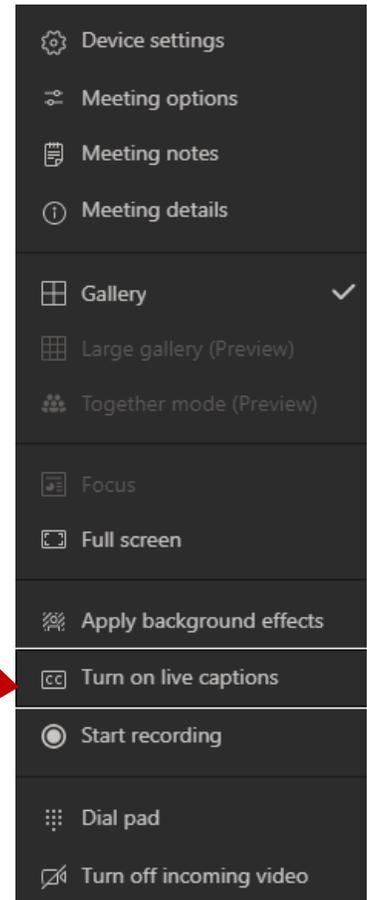
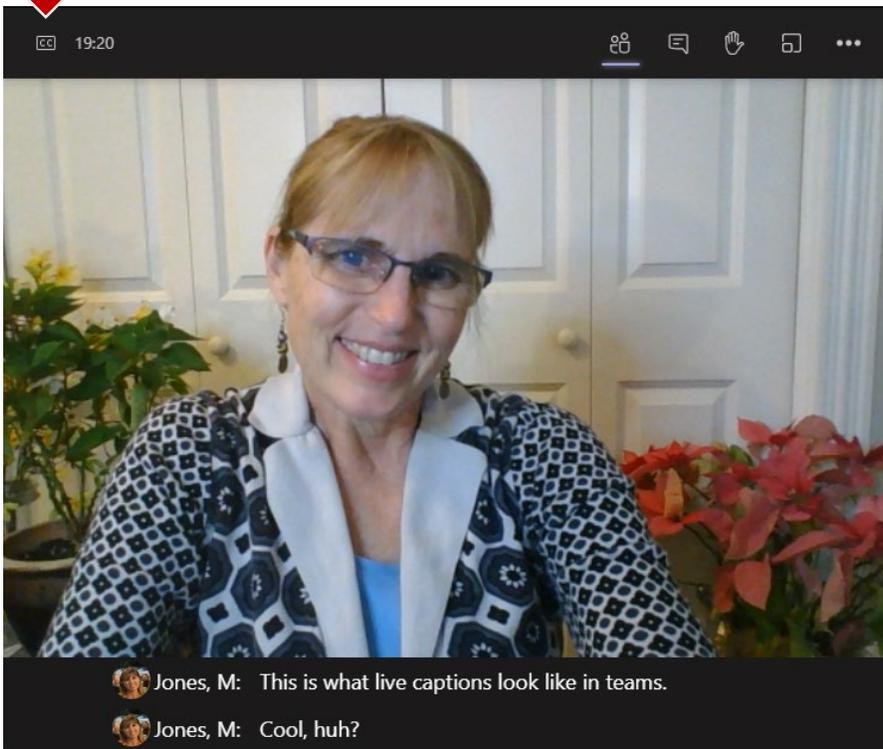
Once you're in a Teams meeting, you can enable live captions (auto-generated subtitles) capturing whatever is spoken.

1. Log in to Teams and begin a meeting.
2. Click on the ellipsis in the toolbar.



3. From the pop-up menu, select, “Turn on live captions.”

4. This  icon will appear, and if you hover over it, you'll see “Live captions are on.”



5. As you can see, the words spoken are prefaced by the name (last name, first initial), of the person who is speaking.